



STATE OF NEVADA
Nevada State Board of Massage Therapy
111 W. Telegraph St., Suite 200
Carson City, Nevada 89703

Governor Kenny Guinn

BOARD MEMBERS

*Billy Shea, Chair
*Deborah Wenig, Vice Chair
*Karen Sartell, Sec./Treas.
Reagan Alexander

* Present

BOARD MEMBERS:

*Joe Cracraft
Paula Spradling
*Michelle Viesselman
*Linda White

*Keith Marcher, Attorney
General's Office

Minutes

DATE: **July 10, 2006**

TIME: **1:30 p.m.**

LOCATION:

Nevada Department of Justice
Office of The Attorney General
100 North Carson Street
Carson City, Nevada 89701

VIDEO CONFERENCE LOCATION:

Grant Sawyer State Office Building
Attorney General Conference Room 4500
555 E. Washington Ave
Las Vegas, Nevada

1. Roll call/Introduction of Board Members

Reagan Alexander and Paula Spradling were absent. All other members were present. Joe Cracraft asked what the Board's policy was regarding having the public speak; does the Board wish to have them speak during the meeting or wait until the Board has completed its business? Keith Marcher informed the Board that it was the Board's decision. After discussion, the Board decided to have the public speak at the end but, on a case by case basis, occasionally have the public speak on an issue when the individual had information that was pertinent to the discussion.

2. Discussion/possible decision on electing officers for the board in keeping with the Open Meeting Rules for fiscal year end

a. election of officers

Billy Shea informed the Board that officers of the Board must be elected each fiscal year. She asked the Board if they wanted to wait until all members were present or have the election now. Michelle Viesselman made a motion, which was seconded by Deborah Wenig, that the election take place now and that the current officers be elected for this fiscal year. The Board unanimously approved the motion.

3. Discussion/Approval on Board Minutes from Prior meeting

After discussion, Joe Cracraft moved that the minutes be approved with 1 correction, and Michelle Viesselman seconded the motion. The Board unanimously approved the motion.

4. Discussion of applications received for the position of Executive Director

a. Possible preliminary interviews of job candidates present

Billie Shea informed the Board that she had received three resumes for the Executive Director position and that she knew that three more applications were being sent. Applications must be

received by July 15, 2006. The three individuals (Conrad Frederickson, Shane Marquardt and Melissa Mendoza) who sent their resumes were present and they were introduced to the Board. Billie Shea asked the Board members if they were willing to meet an additional day in August to interview all the candidates and choose the Executive Director. The Board asked for clarification regarding the procedure and were informed by Keith Marcher that the interviews and decision regarding the Executive Director must all take place during an open meeting. The Board agreed to meet an additional day in August for the sole purpose of interviewing the candidates and choosing the Executive Director.

5. List of license applications
 - a. Licenses approved and authorized by the chair
 - b. Under review for board approval or more information

Billie Shea informed the Board that nine people had applied for licenses and had been approved. There are some jurisdictions that are not signing off on the criminal history attachment. Reagan Alexander, in an earlier conversation, proposed that Billie Shea work with those jurisdictions to obtain a letter explaining how background checks are conducted in that jurisdiction. Massage therapists that were licensed in that jurisdiction would then not need to obtain a signed criminal history attachment form. Michelle Viesselman informed the Board that the Clark County Business License Office is not signing off on the form but sending people to Special Investigations on Bermuda Street. As information is received regarding modifications to the instructions regarding the criminal history attachment form, the instructions and the frequently asked questions will be modified to provide this information to the public.

6. Financial Report (bank balance, expenditures, outstanding bills) and decision on which bills to pay - Karen Sartell

- a. Expense reports (repaying board members for expenses related to board business)

Karen Sartell asked Billie Shea to report on the outstanding liabilities. There is about \$1500 outstanding, including \$500 for the Attorney General's office, \$30 for the Department of Information Technology, and roughly \$700 to reimburse Billie Shea for office supplies and copying. Karen Sartell asked for, and the Board approved, payment of these invoices.

Billie Shea then reminded the Board that the regulations state that each Board member receive payment of \$80 per day for their time. She asked permission to pay the Board members for their time now. After discussion, the Board decided to defray payment until there was more money.

A motion was made by Michelle Viesselman and seconded by Deborah Wenig, to accept the financial report. The motion was approved unanimously.

7. Discussion/possible decision on the application packet for new licensees
 - a. approval of the complete application packet

Billie Shea informed the Board that, although the application packet for new licensees was scheduled for review and approval today, the Board will not take action on it. The application packet has not been reviewed by Reagan Alexander or Keith Marcher because both have been away from the office. She plans on bringing it back for review and approval next month. The Board suggested that they review it at this meeting and Billie Shea will be able to incorporate the Board's comments with possible revisions from Reagan Alexander and Keith Marcher. The Board suggested that the instructions for the application include an explanation of the fees.

8. Discussion/possible decision on complaint form – Billie Shea

Billie Shea asked the Board to review the complaint form that was included in their packet. She reviewed complaint forms from other Boards and modified them to create this complaint form. Keith Marcher informed the Board that it did not have to write an administrative code on how to handle complaints because a state-wide policy for handling complaints was passed last session. Billie Shea reported that the Board had already received two complaints and the complaints had been forwarded to the local jurisdiction. Karen Sartell moved to approve the complaint form. Michelle Viesselman seconded the motion and the Board unanimously approved the complaint form.

9. Discussion/possible decision on setting administrative guidelines for continuing education
10. Discussion/possible decision on guidelines for the approval of an instructor for continuing education
11. Discussion to define a list of NACs that need to be drafted before the August meeting

The Board discussed in general the requirements for writing the administrative code that is outlined in 640c.320, 1-6. Billie Shea informed the Board that these had to be completed next month. She has written some of the code and asked for assistance in completing the remainder. The Board discussed the administrative guidelines for continuing education. This will be brought back next month and finalized. Billie Shea will draft administrative codes on: establishment of requirements relating to sanitation, hygiene and safety relating to the practice of massage therapy, and the requirement of any practical, oral or written examination for a license. Joe Cracraft will draft code on the requirement for the approval of an instructor of a course of continuing education.

The Board discussed establishing the period within which the Board or its designee must report the results of the investigation of an applicant. The Board agreed that the period of time is six months.

The draft NACs will be reviewed and approved next month.

12. Future agenda items

Future agenda items include reviewing and approving the application for new massage therapists, NACs, future meetings, and interviews of Executive Director.

13. Discussion/possible decision on setting date and time for next meetings

This item is being held until next month.

14. Public Comments

Comment: The individual is worried about not receiving his permanent license within the 90 days of the temporary license. The regulation does not allow the Board to renew the temporary license.

Response: The Board will do the best that we can.

Comment: It is important the NESL option be approved by the Board.

Response: The Board will discuss the NESL option at future meetings.

Comment: Is it possible to do background checks earlier?

Response: The Board will look into this.

Comment: Where does the complaint form get sent?

Response: It gets sent to the police. If the Board suspends or revokes a license, the jurisdiction where the massage therapist resides will be notified.

15. Adjournment

Billie Shea made a motion to adjourn, which was seconded by Michelle Viesselman and approved by the Board. The Board adjourned at 3:30 p.m.